GOVERNMENT OF ODISHA
HOME DEPARTMENT

Memo No. HOME-SAPW-ASSN-0001-2016 (OSWAS) 12956 dated 11.04.16

To
The Agriculture Department.

Sub:- Recognition to the Odisha Horticulture Officers Service Association.

With reference to their Letter No.19503 dt.15.12.2015 on the subject cited above, the undersigned is directed to say that, Government have been pleased to recognize to Odisha Horticulture Officers Service Association and this recognition is subject to the following conditions.

The aims and objective and other activities of Odisha Horticulture Officers Service Association shall be in conformity with the Rules and Circulars etc. prescribed by the Government for the Association of Government Employees from time to time and do not conflict with the Government Servants Conduct Rules.

All correspondences and representations of the Odisha Horticulture Officers Service Association shall be submitted to the Principal Secretary to Government, Agriculture Department and he/she will receive deputation on the affairs of the Association and if necessary, allow the deputation to meet any other higher authority.

The General Secretary of the Association shall furnish proceedings of the meetings of the Association, the name of the existing office bearers with their official designation and present address of all subsequently elected office bearers to the Government in Home (SA&PW) Department. Increase in numbers of members of the Association shall be intimated regularly to this Department through the Administrative Department. Without taking prior permission of the competent authority, the Association should not affiliate with any Federal Service Association.

A copy of the approved Bye-Law of the Odisha Horticulture Officers Service Association is enclosed for their reference.

The address of the Association for the purpose of correspondence shall be intimated regularly to the Home (SA&PW) Department. The pad of the Association should contain the current address and Mobile number of the office bearers.

Deputy Secretary to Government.

Memo No. 12957 dt. 11.04.16

Copy forwarded to All Departments of Government/All Collectors for information & necessary action.

Deputy Secretary to Government.

Memo No. 12958 dt. 11.04.16

Copy alongwith copy of the Bye-Law of Odisha Horticulture Officers Association forwarded to the General Secretary, Odisha Horticulture Officers Service Association Directorate of Horticulure, Odisha, Bhubaneswar-15 for information & necessary action.

Deputy Secretary to Government.
ODISHA HORTICULTURE OFFICERS’ SERVICE ASSOCIATION
CONSTITUTION

1. **TITLE**: The Association shall be called “ODISHA HORTICULTURE OFFICERS’ SERVICE ASSOCIATION”.

2. **HEADQUARTER**: The Headquarter of the Association shall be located in the State Headquarter, Bhubaneswar.

3. **AIMS AND OBJECTIVES**: The aims and objectives of the Association shall be:–
   a) to unite all the Cadre Officers from Assistant Horticulture Officers to Addl. Director of Horticulture of the Directorate of Horticulture, Odisha;
   b) to work for the equality of rights and privilege for members;
   c) to protect and promote the interest of all members by legitimate and constitutional means;
   d) to redress their grievances;
   e) to take such other steps as may be necessary to ameliorate the social and economic condition of the members;
   f) to provide funds for the compensation of the members of the Association whose interest have been damaged by the reason of their services to the Association and for the relief of members during Association activities;
   g) to raise and establish separate fund for the furtherance of the objectives of the Association;
   h) to edit & publish periodical and voicing grievances of the members about the various inequalities and disabilities under which the members toil in respect their works and other conditions of service;
   i) to provide a forum for the Government to meet and discuss the work method/work load and suggest suitable changes with a view to ensuring speed and efficiency in Government work;
   j) to work as far as possible in cooperation with the other recognized service Associations/Unions of the country;
   k) to do all such other things as may be necessary, incidental or conducive to attainment of the above objectives or any of them;
   l) to foster the development of Horticulture in the State.

4. **MEMBERSHIP**:
   a) All Assistant Horticulture Officers, Assistant Directors of Horticulture, Deputy Directors of Horticulture, Joint Directors of Horticulture and Addl. Director of Horticulture shall be eligible to become members of the Association.
   b) Every application for the membership shall be accompanied by a fee of Rs.100/- (Rupees one hundred) only as entry fee.
c) All applications for membership shall be placed before the “Executive Committee” of the Association which shall be competent to accept or reject any application with or without assigning any reasons thereof. Any applicant whose application has been rejected by the “Executive Committee” shall have the right to appeal before the General Body of the Association.

5. **SUBSCRIPTION:**

a) Every member shall pay an annual subscription of Rs.100/- (Rupees one hundred) only payable in advance on or before 31st December of each calendar year.

b) Besides, the usual rates of subscription, every member shall be liable to pay any special subscription recurring or otherwise that may be approved either by the Executive Committee or by General Body of the Association from time to time and the General Body have the right to increase or to reduce the usual rates of the subscription in the interest of the members of the Association.

c) Member who will contribute Rs.1000/- (Rupees one thousand) only shall be the Life Member (till his retirement).

d) A member who fails or neglects to pay his subscription before 31st December shall be liable to have his name struck off from the Register. He may however, be readmitted to membership on payment of all arrears.

6. **REGISTER OF MEMBERS**

A register showing the names and address of members shall be maintained by the General Secretary of the Association. The register shall be a consolidated record of membership of the Association.

7. **CEASATION OF MEMBERSHIP:**

a) Any member who has submitted his resignation in writing shall cease to be a member of the Association from the date of his resignation is accepted by the General Body.

b) The General Body of the Association shall have the right of censure, suspend and remove from the Register the name of any member whose conduct, in their opinion, is contrary and detrimental to the interest of the Association and who has or is likely to bring the Association into disrepute, subject to ratification of such removal of the members in the next General Body Meeting. No members shall be removed from the membership unless he has given an opportunity to explain his position.
8. RIGHTS, PRIVILEGES AND DUTIES:
   a) Members shall enjoy all the rights and privileges of the Association assured by these rules. But no members shall be entitled to any benefit herein provided or hereafter provided unless he has paid all his subscriptions/contributions.
   b) It shall be the duty of every member of the Association to abide by the provisions Bye-laws of the Association to promote harmony and uphold the spirit of common brother-hood amongst all the members of the Association to strive towards excellence in all spheres of individual and collective that the Association rises to higher level of endeavor and achievement.

9. GENERAL BODY:
   The General Body which shall meet every year be the supreme body of the Association and shall have absolute control over the affairs and property of the Association, apart from the following powers:
   
   a) to elect office bearers through secret ballot;
   b) to consider and adopt the Annual Report of Accounts of the Association as finalized by the General Body;
   c) to sanction Budget & Estimate of the Association on simple majority;
   d) to propose for amendment of the constitution by decision taken by a 2/3 (two third) majority of the members assembled for the General Body and forwarded to the Home Department for approval;
   e) to decide all questions of policy.

10. QUORUM:
    One third of the total members of the Association shall constitute the quorum for the meeting of the General Body. A meeting of the General Body can be adjourned once only for want of quorum. But no quorum is necessary for the adjourned General Body meeting and resolution may be passed by two third of votes of the members present.

11. SPECIAL MEETING OF GENERAL BODY:
   a) General Secretary may convene special meeting of General Body at any time of the year either on the recommendation of the Executive Committee.
   b) General Secretary shall convene General Body Meeting if one tenth of the total members of the Association shall in writing, request for the same.
12. **EXECUTIVE COMMITTEE:**

a) The Executive Committee shall consist of the following elected office bearers of the Association.

1. President : one
2. Vice-President : one
3. General Secretary : one
4. Joint Secretary (Publicity) : one
5. Joint Secretary (Organization) : one
6. Joint Secretary (Co-ordination) : one
7. Treasurer : one
8. Executive Members : Ten

b) Functions of the Executive Committee: -

   i) To take decision subject to approval of General Body;
   ii) to meet in delegation with different authorities whenever necessary arises;
   iii) to incur expenditure up to Rs.10000.00 (Rupees ten thousand) only on any specific occasion;
   iv) the Executive Committee shall sit at least once in two months.

13. **PRESIDENT:**

   Functions of the President are:

   i) He shall preside over the General Body and Executive Committee;
   ii) he shall remain in charge of overall supervision of the Association;
   iii) he shall announce the decision of all the meetings;
   iv) he shall have and exercise a second or casting vote.

14. **VICE-PRESIDENT:**

   The Vice-President shall perform the duties and exercise powers of the President during his absence. He may perform such other functions as may be directed by the President or General Body.

15. **GENERAL SECRETARY:**

   The General Secretary shall: -

   a) Carry on all correspondence on behalf of the Association;
   b) keep the records, papers of the Association in safe custody and maintains minutes of the all meetings;
c) take action on the resolution passed by the General Body and Executive Committee;
d) perform any other duties entrusted to him by the General Body of the Association;
e) have power to incur expenditure up to Rs.5000.00 (Rupees five thousands) for the interest of the Association;
f) convene all meetings of the Association;

16. JOINT SECRETARY (PUBLICTY) :

1. He shall publish and edit periodicals, voicing of grievances of members.
2. He shall conduct forum seminar in consultation of the Executive Committee.

17. JOINT SECRETARY (ORGANISATION ) :

He will take all necessary steps to organize for the interest of the Association in consultation with the Executive Committee.

18. JOINT SECRETARY (COORDINATION) :

He will assist the President and General Secretary in official work of the Association at greater interest.

19. JOINT SECRETARY (GRIEVANCES):

He will inform to the Executive Committee regarding the problems of the members of the Association from time to time and intimate the decision of the Executive Committee to the members concerned.

20. TREASURER:

The Treasurer shall receive money on behalf of Association. Issue receipt & shall be responsible for the proper maintenance of the Accounts of the Association.

He shall examine and sign the annual statement of the accounts which shall be placed in the General Body.

21. DURATION OF OFFICE:

The office bearers & the members of the Executive Committee of the Association shall held office for two years. In case of death/resignation/retirement etc. of any office bearer, the Executive Committee may nominate one of the members of the Association to hold such post till election of the said post is held. The matter may be placed by the General Secretary before the next meeting of the General Body for approval.
22. **ELECTION:**

After expiry of tenure of the office bearers of the Association, the present President may call for the General Body for election of new office bearers in a secret ballot. One of the members of the Association be selected and appointed as Chief Election Commission and two as Election Officers, who will conduct the election. The period of election may extend up to three months in case of emergency.

The members those who have more than two years of service of superannuation may file their nomination to contest in any one of the post of the Association.

Notice of meetings of Executive Committee/General Body Meeting shall be served at least twenty days (clear) before such meetings.

23. **FUNDS:**

i) Funds collected from members towards a entry fee Rs.100/- (Rupees one hundred) for membership and life membership of Rs.1000/- (Rupees one thousand) shall be deposited as fixed deposit of the Association's separate Joint Account in the name of the General Secretary and Treasurer as nominated by the President. The deposited funds shall be known as reserve funds.

ii) Funds of the Association shall be deposited in a nationalized Bank and will be operated jointly by the Treasurer and General Secretary.

24. **AMENDMENT:**

The General Body if so likes, shall by 2/3 (two thirds) majority of votes to repeal or alter any of the provisions of constitution and add new one after approval of Home Department.

25. **SEPARATION:-**

No parallel Association will be formed by any means. If necessary, the elected body may be changed due to the interest of the members of the Association with due permission of the General Body as per the rule in the name of this Association i.e. “Odisha Horticulture Officers’ Service Association” with the approval of the Home Department by recommendation of the Administrative Department.

26. **AUDIT OF ACCOUNTS:-**

The Auditor duly elected from among members of the Association in its General Body meeting shall annually audit the accounts of the Association.
and shall certify that the accounts are correct, duly vouched in accordance with the financial sanction of the Executive Committee.

Government has also reserve rights to audit the income and expenditure of the Association.

27. ANNUAL LIST:-

Once in every year a list of the Office Bearers and Members shall be filed with the Department of Government.

28. INTERPRETATION OF RULES:-

In the matters of dispute or differences arising out of interpretation of these rules, the interpretation provided by the Executive Committee shall be final.

29. DISSOLUTION and Adjustment of Affairs:

If the Association needs to be dissolved, it shall be dissolved on the approval of the at least 2/3rd of the members of the Association in a General Body Meeting convened for the same purpose.

On dissolution of the Association, if any property remains after satisfying all debts and liabilities of the Association, it shall not be divided among the members of the General Body or the Executive Body but shall be transferred to some other Association having similar objectives.

30. SAVINGS AND REPEALS:-

Government in Home Department reserve rights to take any decision regarding change of provisions of the Bye-law and other related matters of the Association.

ESSENTIAL CERTIFICATE

Certified that, this is the correct copy of the Bye-Law of the “Odisha Horticulture Officers’ Services Association” and duly passed by the General Body of the said Association.

[Signatures]

President
Odisha Horticulture Officers Service Association
Bhubaneswar

General Secretary
Odisha Horticulture Officers’ Service Association
Bhubaneswar